

Shaker Heights Library Board of Trustees

June 9, 2008

Present: J. Allen; C. Anderson; D. Hutt; K. McGovern, chairman; K. Miller; J. Shatten; D. Whyte

Also present: L. Dickinson, executive director; D. Piskac, fiscal officer; E. Rossman, interim branch manager

Calling the meeting to order at 6:30 p.m. at Bertram Woods, Mr. McGovern announced that while the Board does not normally meet in July and August, it may be necessary to call a special meeting to discuss various recommendations regarding staffing and architectural designs that will be forthcoming. The minutes of the May 12 meeting were approved.

Ray Zapp, IT Manager, described to the Board the many technological changes that are occurring. Whereas the Library used to have 65 computers, it now has 135. Software is updated at least nine times a year, and a trainer is training staff to assist patrons who want to use the software. Whereas three different operating systems are now in use, he is aiming for a homogeneous system in the near future. Savings are anticipated now that a cable connection between the two libraries is in operation. Mr. Zapp commented that many children do not have computers at home, and the Library is seeing a huge increase in demand for computer use.

Mr. Piskac presented the financial statements of May 31, 2008, which were approved. He indicated that he is comfortable with the rate of collection and the revenues received to date, as compared with last year's. The rent from the cellular tower will drop, inasmuch as Cingular (now AT&T) is leaving, but another carrier may be interested in renting the space. Expenditures are somewhat lower than last year's year-to-date, largely due to timing differences. Mr. Piskac noted that the interest rate of the Library's investments in STAR Ohio has dropped to 2.19% from 4.25% in January.

Mr. Piskac requested an increase limit on the Library's general credit card from the current \$3,500 to \$5,000. The card is used for the summer reading program, to fill up the van with gas, for staff registrations at seminars, etc. Motion was made and the request was granted.

In his report, Mr. Dickinson indicated that architectural proposals are expected soon for the changes on the Library's second floor, including expanded meeting and program rooms, better access to computers and training, additional storage, and possibly a library cafe and homework center. Eight firms responded to the RFP

Consultant Jeanne Goodrich's recommendations regarding staffing and organization included strengthening behavioral expectations for library users (especially teens), reducing the number of service desks, adding staff for security and technology as well as "roving" reference service staff to help patrons find what they're seeking and implementing self-service check-outs. Mr. Dickinson said that the staff is in the process of interviewing a full-time security person who is good at communicating with youth.

Nine gifts to designated funds were accepted, including a gift of \$1,000 from Constantinos Kopelousos in memory of Marilyn Kammer, the largest gift the Library has ever received. The meeting adjourned shortly after 8 p.m.

Evelyn Krent, 991-0802